

CONSTRUCTION INDUSTRY RESOURCE GUIDE

JUNE 2004

*Compiled in conjunction
with the
Small Contractors Training Series*

What's inside:

- *Web Sites that Provide Contracting Opportunity Information (pages 2-3)*
- *City of Houston Certification and Resources (pages 3-4)*
- *Other Certification or MWBE Programs (pages 4-6)*
- *Business Resources (pages 6-9)*
- *Financial Resources (pages 9-11)*
- *Construction Related Organizations / Associations (pages 12-16)*
- *Plan Rooms (page 17)*

WEB SITES THAT PROVIDE CONTRACTING OPPORTUNITY INFORMATION

CITY OF HOUSTON - FINANCE AND ADMINISTRATION – STRATEGIC PURCHASING DIVISION

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1847; Fax: (713) 247-3906

Visit the City of Houston's Strategic Purchasing Division's web site at www.houstonpurchasing.org where you will be able:

- to learn how to do business with the City of Houston
- to download current formal bids and RFPs
- to view the pre-bid and pre-proposal conference schedules
- to review the closed bids, RFPs, and tabulations
- to find where to look for insurance and indemnification requirements
- to learn about the City's certification programs for Minority/Women/Disadvantaged Business Enterprises (MWDBEs) and Persons with Disabilities Business Enterprises (PDBEs)

HARRIS COUNTY

1001 Preston, Suite 670; Houston, TX 77002; Ph: 713-755-5036; Fax: 713-755-6695

Visit www.pur.hctx.net where you will be able:

- to learn how to do business with Harris County
- to find current bid listings, contract status, and bid archives
- to view bid/RFP sample packages
- to review bid tabulations

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

3830 Richmond, Level 3 West; Houston, TX 77027; (713) 892-7630; Fax: (713) 892-7510

Visit HISD's web site at www.houstonisd.org where you will be able:

- to learn how to do business with the Houston Independent School District
- to find information on proposal and bid solicitations
- to review information about Minority/Women Business Enterprise (M/WBE) participation
- to examine the annual bid calendar
- to find out how to obtain a copy of the bid tabulation

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

1201 Louisiana; Houston, TX 77002; (713) 739-4844; Fax: (713) 739-3857

Visit the Metropolitan Transit Authority of Harris County's web site at www.ridemetro.org:

- to learn how to do business with METRO
- to view and download current solicitations more than or equal to \$25,000
- to view contract award information
- to find out about METRO's Small Business Program and the benefits of certification
- to learn about METRO's Contract Compliance Program

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax for Small Business Development staff: (713) 670-2498

Visit the Port of Houston Authority's web site at www.poha.com:

- to learn how to do business with the Port
- to view bid and proposal notices
- to find information on pre-bid conferences
- to learn about the Port's Small Business Development Program

CITY CERTIFICATION & RESOURCES

CITY OF HOUSTON – MAYOR'S OFFICE

Affirmative Action and Contract Compliance Division

Minority, Women, and Disadvantaged Business Enterprise (M/W/DBE) Program

Persons with Disabilities Business Enterprise (PDBE) Program

611 Walker, 20th floor; Houston, TX 77002; (713) 837-9000; Fax: (713) 837-9050

- Certification of M/W/DBEs and PDBEs and monthly M/W/DBE/PDBE Directory
- Provides ***Contracting Guide*** and quarterly newsletter, ***The Source*** (To view publications go to www.cityofhouston.gov, click departments, click Affirmative Action, then click publications)
- Pre-certification workshops, Thursdays, 2:00 p.m.; *How to do Business with the City* workshops; and quarterly *Successful Bid and Bid Packaging* workshops
- Technical assistance workshops and seminars for small, M/W/DBE and PDBE firms
- Sponsors Government Procurement Connections; Co-sponsors EXPO and Greater Houston Business Procurement Forum monthly breakfast
- Bid notifications by fax and e-mail
- Ombudsman services for assistance, information, and dispute resolution
- E-mail: velma.laws@cityofhouston.net and web site: www.cityofhouston.gov

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

Dan Krueger, Interim Deputy Director, Engineering, Construction and Real Estate Division

611 Walker, 25th floor; Houston, TX 77002; (713) 837-0540; Fax: (713) 837-0698

- Information on all design and construction bid phase infrastructure projects in the Water, Wastewater, Street and Bridge, and Storm Water programs of the City's Adopted Capital Improvement Plan (CIP), and all real estate and leasing activities for the City
- The primary goal of the Engineering, Construction and Real Estate Division is to meet its CIP commitments in a cost-effective manner by utilizing the expertise of the engineering and construction communities with as little inconvenience to the citizens of Houston as possible.
- Information on procurement:
 - Dallas Evans, Division Manager; (713) 238-5292; Fax (713) 238-5211
 - Jerry Roberts, Division Manager; (713) 238-5271; Fax (713) 238-5252
 - 319 St. Emanuel; Houston, TX 77002
- Information on contract compliance:
 - Lenoria Walker, Deputy Assistant Director; (713) 837-7135; Fax: (713) 837-7139
 - 611 Walker, 24th floor; Houston, TX 77002

CITY OF HOUSTON - FINANCE AND ADMINISTRATION – STRATEGIC PURCHASING DIVISION

Calvin D. Wells, City Purchasing Agent

Betti Tywater, MWBE Liaison

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1847; Fax: (713) 247-3906

- Informal and formal bids for supplies and nonprofessional services
- Vendor number application and information at (713) 247-1740
- Bid notices are available from the following sources:
 1. Notice to Bidder section of the Houston Business Journal (Fridays)
 2. City Hall, 901 Bagby, Room B-120, posted in the Service Assistance area
 3. Municipal Access Channel, weekly
 4. Weekly rotation in minority periodicals
 5. Notice to Bidder and Notice of Proposals on the Internet: web site: www.houstonpurchasing.com

CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM

Atisha Menyweather, Contract Compliance Officer II

Janice Phillips, Senior Administrator

16930 John F. Kennedy Blvd.; Houston, TX 77032; (281) 233-3000; Fax: (281) 233-1830

- Information on planning, design, and construction for three airport facilities
- Web site: www.houstonairportsystem.org

CITY OF HOUSTON - ONE STOP BUSINESS ASSISTANCE CENTER

Neil Polansky, Manager

900 Bagby, City Hall Annex, Public Level; Houston, TX 77002; (713) 247-2982; Fax: (713) 247-2710

- Provides the FREE, 45 page GETTING STARTED PACKET for new and existing businesses, including information on permits, licenses, and applicable regulations
- Directs businesses to sources of technical assistance, counseling, networking, mentoring, incubator, and educational opportunities
- Provides Service Corps of Retired Executives (SCORE) business management counseling in-office
- Provides information and referrals to local, state, and federal financing programs, and incentives for new and existing small businesses
- Refers minority, women, and disadvantaged businesses to certification programs, HUB programs, and contracting opportunities with the City of Houston as well as other government agencies
- Provides troubleshooting and liaison assistance for businesses attempting to obtain permits and certificates issued by the City of Houston
- E-mail: onestopbusinesscenter@cityofhouston.net and web site: <http://www.ci.houston.tx.us/citygovt/mayor/osbc/>

OTHER CERTIFICATION OR MWBE PROGRAMS

HOUSTON SMALL BUSINESS DEVELOPMENT CORPORATION

Business and Technology Center

Marlon D. Mitchell, Executive Director

5330 Griggs; Houston, TX 77021; (713) 845-2400; Fax: (713) 645-2830

- Low interest rate, long-term financing
- General business counseling and planning
- Resource library equipped with entrepreneurial start-up guides, trade journals, state of the art computers, and software
- Workshops and training sessions
- Office space and administrative support services
- Web site: www.hsbdc.org

HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

Robert D. Gallegos, Director

3830 Richmond, Level 3 West; Houston, TX 77027; (713) 892-7630; Fax: (713) 892-7510

- MWBE registration only
- Accepts City of Houston, Houston Minority Business Council (HMBC), and Women's Business Enterprise Alliance (WBEA) certifications
- Workshops and training
- MWBE Directory
- Bid notifications
- "How to do Business with HISD" guide
- Small business operations and financial management mentoring
- MWBE and corporate networking referrals
- Web site: www.houstonisd.org

HOUSTON MINORITY BUSINESS COUNCIL, INC. (HMBC)

Richard A. Huebner, Executive Director

6671 Southwest Freeway, #110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

- Corporate and MBE contact directories
- Minority Business Enterprise (MBE) and Corporate membership networking organization
- MBE certification accepted by City of Houston and State of Texas
- Business referrals/weekly bid list/procurement portal
- Educational seminars and workshops
- Annual EXPO, Texas' largest Minority Business Development Trade Fair
- Networking luncheons
- Corporate and MBE professional services contact directories
- Business consultants offering guidance and advice
- Financial lending through the Business Consortium Fund (BCF)
- E-mail: info@hmbc.org and web site: www.hmhc.org

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)

John Truitt, Small Business Program Officer

1201 Louisiana; Houston, TX 77002; (713) 739-4844; Fax: (713) 739-3857

- Certification program for small businesses
- Management and technical assistance programs (METRO Opportunities University)
- Monthly networking/Procurement Breakfast and Evening Forum

PORT OF HOUSTON AUTHORITY

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax for Small Business Development staff: (713) 670-2498; Fax for Purchasing staff: (713) 670-2465

Small Business Development Staff:

Gilda Ramirez, Small Business Development Director; (713) 670-2590

Terri Hall, Small Business Development Outreach Coordinator; (713) 670-2828

Maurice Davis, Small Business Development Analyst; (713) 670-2418

Nola Sears, Small Business Development Assistant; (713) 670-2597

Purchasing Staff:

Curtis Rose, Purchasing Manager; (713) 670-2460

Glenn Martin, Buyer; (713) 670-2463

- Assistance to small businesses
- Bid & proposal information

The Port of Houston Authority's program is a race and gender neutral goal oriented program, targeting small businesses or requiring contractors to utilize small businesses. Under the program, all eligible contracts have a goal of 35% small business participation.

SBC

- For more information on how to do business with SBC and on SBC's Supplier Diversity Programs, visit www.sbcsuppliers.com.

TEXAS DEPARTMENT OF TRANSPORTATION - BUSINESS OPPORTUNITY PROGRAMS SECTION (TXDOT)

Efrem Casarez, Director of Disadvantaged Business Enterprise Program
James Dossett, Director, Business Opportunity Programs Section; (512) 486-5500

125 East 11th; Austin, TX 78701; (866) 480-2518; (512) 486-5502; Fax: (512) 486-5509

- Certification of DBEs
- Technical assistance program
- Assists DBEs in procuring TXDOT contracts

TEXAS BUILDING AND PROCUREMENT COMMISSION HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION AND COMPLIANCE PROGRAM

Attention: Procurement
P.O. Box 13047; Austin, TX 78711-3047; (512) 463-5872; Fax: (512) 305-9072

- Office in charge of the state's HUB certification program

WOMEN'S BUSINESS ENTERPRISE ALLIANCE (WBEA)

Susan Repka, Certification Manager
1900 North Loop West, Suite 270; Houston, TX 77018; (713) 681-9232; Fax: (713) 681-9242

- Women's Business Enterprise National Council (WBENC) National Certification Program
- Breakfasts, luncheons, and after-hours networking events
- WBE trade fairs
- Monthly educational workshops
- Corporate contact list
- Suppliers Guide
- "Keys to Success" Networking Luncheons
- Educational programs
- Buyer workshops
- Annual Awards Program
- WBE member orientation
- Annual Women's Business Opportunity Expo
- Mentoring Program
- Annual Golf Classic and Auction
- E-mail: certification@wbea-texas.org (certification); events@wbea-texas.org (events); and admin@wbea-texas.org (other inquiries) and web site: www.wbea-texas.org
- WBE scholarships

BUSINESS RESOURCES

ACRES HOME CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT

Beulah Ann Shepard, Chairman
Alicia Antonia Marcha, Coordinator
6130 Wheatley; Houston, TX 77091-3947; (713) 692-7161; Fax: (713) 692-1183

- Business counseling
- Workshops and training sessions

CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.

Jacqueline B. Griffin, President

11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

Assistance

- Provides small business counseling and workshops for small businesses, commercial customers of banks and other lenders located throughout the Harris, Fort Bend, Montgomery, Waller, Liberty, Brazoria, and Galveston counties
- Business planning
- Financial statement analysis
- Loan packaging (including loan feasibility, loan structuring, and capital sourcing)
- Workshops and small business training programs
- Web site: www.cedhc.com

Loans

- Small Business Microloans, Small Business Development Loans

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER (MBDC)

Milton Thibodeaux, Project Director

2900 Woodridge, Suite 310; Houston, TX 77087; (713) 644-0821 (ext. 239); Fax: (713) 644-3523

Houston MBDC is funded in part by the Minority Business Development Agency, U.S. Department of Commerce and currently operated by GRIJALVA & ALLEN, P.C. at (713) 784-1181, a full service, accounting, diversity, and management consulting firm in cooperation with twenty-five community based strategic partners. Services provided include the following:

- | | | |
|------------------------------------|-------------------------------------|--|
| ▪ Management training | ▪ Site selection | ▪ Bonding assistance |
| ▪ Personnel policies and handbooks | ▪ Inventory control | ▪ Identify bid opportunities |
| ▪ Marketing | ▪ ISO 9000/TQM | ▪ Bid preparation |
| ▪ Accounting and budgeting | ▪ Computer and web page design | ▪ Contract negotiation |
| ▪ Tax compliance and planning | ▪ Feasibility studies | ▪ 8(A) packaging |
| ▪ Business planning | ▪ Identifying lenders and investors | ▪ Export assistance |
| ▪ Market research | ▪ Loan packaging | ▪ Web site: www.houstonmbdc.com |
| ▪ Demographic research | | |

MCGRAW HILL CONSTRUCTION DODGE

George Neitzey, Account Representative

4101 Greenbriar, Suite 320; Houston, TX 77098-5296; (713) 529-2256; Fax: (713) 524-7639

- | | |
|---|---|
| ▪ Dodge Reports - daily news service listing new construction information | ▪ Plan room to review plans and specifications – subscribers only |
| ▪ Dodge Plans - electronic delivery of plans and specifications | ▪ Construction statistics |
| | ▪ Daily construction information in print or online |

SERVICES COOPERATIVE ASSOCIATION (SCA) – a Texas chartered not-for-profit cooperative association

C. Dean Kring, Executive Director and Director of Research

9600 Long Point, Suite 150; Houston, TX 77055-4266; (713) 932-7495 (ext. 13); Fax: (713) 932-7498

- Conducts Houston Business CrossRoads Networking Breakfast every Wednesday (since 1983) for emerging business owners to meet owners of established companies and representatives of large companies in order to improve the skills of start-up and early stage business owners in market expansion, business development, entrepreneurial education, and professional growth (for information or reservations, call (713) 932-7495 ext. 48)
- Sponsors the oldest small business incubator in Texas (since 1985) and the first Women's Business Center in the United States (since 1990) which provide the resources, environment, and methodology to accelerate business growth
- When accepted into an incubator development program, companies have a mentor, a professional development coach, an advisory board, office space, computer, web site, assistance with the business plan, marketing strategy, and instruction in personal selling skills in an increased contact base.
- Conducts annual trade fairs in the spring and fall, entrepreneurial workshop in the summer, and the coming year's

Houston Economic Forecast on New Year's Eve morning, December 31st

- Assists companies past the start-up stage in marketing, operations, administration, and finance
- E-mail: service@servicesca.org and web site: <http://www.servicesca.org>

SMALL BUSINESS ADMINISTRATION (SBA)

Cleveland Baker, Assistant District Director

8(a) Business Development

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 236); Fax: (202) 481-0835

- Assistance to small businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained on contracts up to 1.25 million dollars in face value.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.
- Web site: www.sba.gov

SMALL BUSINESS ADMINISTRATION - SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)

Allen Shapiro, Chairperson

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6565; Fax: (713) 773-6551

- Free and individual business counseling tailored to meet individual needs and objectives of small business owners
- Seminars on "Starting and Running Your Own Business" (Each month there is one seminar on a Saturday and one on a Wednesday)
- Workshops on "Business Plans," "Marketing," and "Cash Management and Record Keeping" geared to teach the answers to important issues
- Business Information Center (BIC) equipped with computers, resource library with complete information on several hundred businesses and subject specific reference books
- Outreach activity through use of Field Visit and Speakers Bureau Committee
- Other Houston office locations at: Palm Center; 5330 Griggs Road; (713) 845-2424 and One Stop Business Center – City Hall Annex; 900 Bagby St.; (713) 247-2982
- E-mail: score37@scorehouston.org
- Web site: www.scorehouston.org

TEXAS SOUTHERN UNIVERSITY - ECONOMIC DEVELOPMENT CENTER (EDC)

Ella M. Nunn, Director

Texas Southern University, School of Business

3100 Cleburne Avenue, Suite 151; Houston, TX 77004; (713) 313-7785; Fax: (713) 313-7724

Services listed below are offered without a charged fee:

- GED training, remedial education, and jobs skills training for individuals
- Education and training workshops/seminars for existing or potential business owners; one-on-one technical assistance in business development for business start-ups and expansions with a revolving loan fund program
- Limited technical assistance and information to community-based organizations
- Community-based organization for economic development projects
- Limited small business marketing and feasibility studies
- Promotes small and minority business development
- E-mail: nunn_em@tsu.edu and web site: www.tsu.edu/business

UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER NETWORK

Mike Young, Executive Director

Jacqueline Taylor, Associate Region Director

James B. Evans, Assistant Region Director

2302 Fannin, Suite 200; Houston, TX 77002; (713) 752-8444; Fax: (713) 756-1500

Houston Metropolitan Center

Roberta Skebo, Director; (713) 752-8400

- Free business consulting for small businesses, including: business planning, marketing, loan packaging, and financing
- Comprehensive business library, bilingual consulting, and Women Business Owner's Initiative

International Trade Center

Carlos Lopez, Director; (713) 752-8404

- Free international business consulting, including: the evaluation of export potential, market research, selection of distribution networks, and exporting logistics

Procurement Technical Assistance Center

(713) 752-8475

- Free consulting, including: the development of government markets and assistance with bid packages and proposals for local, state, and federal opportunities
- Assistance with contract specifications, quality control, and cost accounting standards
- Library with government contract specifications

Training Center

John Czapko, Director; (713) 752-8488

- Low-cost workshops and seminars covering a wide range of business skills, including: management, computers, finance, marketing, manufacturing, and basics of starting a business

Direct Business Assistance Program

Roberta Skebo, Director; (713) 752-8400

- Referral service providing reduced-fee business professionals, including: attorneys and CPAs

BUSINESS INFORMATION CENTER / U.S. GENERAL STORE FOR SMALL BUSINESSES

Dr. Roger Harris, SBA Manager

5330 Griggs Road, Suite G101; Houston, TX 77021-3717; (713) 643-8000; Fax: (713) 643-8193

- On-site, cross-trained customer service representatives from SBA, Houston Small Business Development Corporation (HSBDC), Houston Minority Business Center (HMBC), University of Houston Small Business Development Center (UH/SBDC), Service Corps of Retired Executives (SCORE), and Business Information Center
- Banks/lenders are available to make loans to small businesses
- Internet access, videotapes, entrepreneur books on business operations, etc.
- Offers business start-up guides, loan information, contracting opportunities, and on-site seminars

FINANCIAL RESOURCES

BUSINESS CONSORTIUM FUND, INC. (BCF)

C/O HOUSTON MINORITY BUSINESS COUNCIL (HMBC)

Richard A. Huebner, Executive Director

6671 Southwest Freeway, Suite 110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

- Provides working capital to certified minority businesses of the HMBC and the National Minority Supplier Development Council
- Must have a contract, purchase order, or have previously conducted business with a member of the Houston

Minority Business Council or any regional council member of the National Minority Supplier Development Council (includes City of Houston)

- \$50,000 to \$750,000 up to 4 years at close-to-prime interest rate
- Loan guaranty program and equity loans also available
- E-mail: info@hmbc.org

CITY OF HOUSTON - HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

Jennifer Lampkin, Assistant Director/Housing and Economic Development
601 Sawyer Street, 4th floor; Houston, TX 77007; (713) 868-8300; Fax: (713) 868-8409

- EDI/Section 108 funds which provide financing for economic development, housing rehabilitation, and essential development projects
- Information on the Enhanced Enterprise Community Program which offers opportunities for new investments in housing, commercial, and industrial developments
- Information on tax exempt bond financing for educational facilities, health facilities, and industrial developments
- Financing for affordable housing developments

CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.

Jacqueline B. Griffin, President
11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

- Provides management and technical assistance: start-up counseling, business planning, loan packaging, and workshops for small businesses and bank customers in Harris, Montgomery, Liberty, Galveston, Brazoria, Fort Bend, and Waller counties.
- Micro-loan program: \$1000 - \$35,000
- Revolving loan fund: over \$35,000 up to \$250,000 (requires lender participation)
- Web site: www.cedhc.com

HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION

James Walsh, Loan Specialist
3555 Timmons Lane, Suite 120; Houston, TX 77027; (713) 499-6675; Fax: (713) 993-4503

- Administers the SBA 504 program
- 504 loans up to \$1.3 million

OFFICE OF THE GOVERNOR, ECONOMIC DEVELOPMENT AND TOURISM

Economic Development Bank
1700 N. Congress Ave.; P.O. Box 12728; Austin, TX 78711; (512) 936-0100; Fax: (512) 936-0188
For more information, refer to web site at <http://www.governor.state.tx.us/divisions/ecodev>

Capital Access Program (CAP)

- Increases availability of financing for organizations that face barriers in accessing capital
- Targets small and medium size businesses particularly those located in an Enterprise Zone or those providing day-care services
- New alternative to no financing
- Loan Loss Reserve account reduces risk
- No minimum or maximum loan amount
- Lender and Borrower contribution must match the required 4% floor

The State contribution may not exceed 8% or \$35,000 of the loan to businesses located in enterprise zones or for day-care providers. The limit is 6 percent for any other applicant. Use of proceeds includes working capital, purchase, construction, equipment, buildings, and lease of capital assets.

Texas Enterprise Zone Program

- The Texas Enterprise Zone program is an economic development tool for local communities to partner with the State of Texas to encourage job creation and capital investment in economically distressed areas of the state.
- Local and state incentives may be provided to qualified businesses that are designated Texas Enterprise Projects.

- Projects may be physically located in or outside of an Enterprise Zone.
- If located within a zone, the qualified business commits that 25% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.
- If located outside of a zone, the qualified business commits that 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

Texas Leverage Fund Program

- Is an Economic Development Bank
- Offers an added source of financing to communities that have passed 4A/4B economic development sales tax
- Allows cities to leverage their economic development sales tax and to pursue additional projects.

State of Texas Industries Revenue Bond Program

- Designed to provide tax-exempt financing to finance land and depreciable property for eligible industrial or manufacturing projects
- The Development Corporation Act allows cities, counties, conservation, and reclamation districts to form non-profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in their jurisdictions.

Texas Linked Deposit Program

- Established to encourage lending to historically underutilized businesses, child-care providers, non-profit corporations, and/or small businesses located in an Enterprise Zone by providing lenders and borrowers a lower cost of capital

U.S. SMALL BUSINESS ADMINISTRATION 7(a) Loan Program

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 ext. 234 or 239; Fax: (713) 773-6550

- Guarantees up to 85% of amount provided by commercial lenders on loans up to \$150,000
- Loans over \$150,000 receive a 75% guarantee
- Uses include debt refinancing, land, building, equipment, and working capital
- No minimum guarantee; Maximum guarantee of \$1 million
- Low Documentation Loan Program ("Low-Doc") (up to \$150,000) for new and emerging businesses
- Bonding (The SBA guarantees surety companies against a percentage of losses sustained as a result of a contractor's default on a guaranteed bid, payment, or performance bond.)
- The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.
- Web site: www.sba.gov or Pro-net web site at <http://pro-net.sba.gov>

CONSTRUCTION RELATED ORGANIZATIONS / ASSOCIATIONS

AIR CONDITIONING CONTRACTORS ASSOCIATION OF GREATER HOUSTON

Rebecca Maddux, Chairman of the Board

2600 S. Gessner #111; Houston, TX 77063; Ph: 713-781-4822; Fax: 713-781-1842

E-mail: rm071166@aol.com

ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON (AMCH)

Gilbert De la Cruz, Chairman

1616 West 22nd; Houston, TX 77008; Ph: 713-802-4145; Fax: 713-863-8522

E-mail: gdelacruz@trevinogroup.com

AMERICAN INSTITUTE OF ARCHITECTS (AIA) – HOUSTON CHAPTER

Martha Murphree, Executive Director

3000 Richmond, #500; Houston, TX 77098; Ph: 713-520-0155; Fax: 713-520-5134

E-mail: martha@aiahouston.org

AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS

Robert McNess, President

3110 Chesterfield Lane; Stafford, TX 77477; Ph: 281-703-6817; Fax: 936-857-1549

AMERICAN SOCIETY OF SAFETY ENGINEERS, THE GULF CHAPTER

Mike Narvaez, President (July 1st)

P.O. Box 570728-509; Houston, TX 77257; Ph: 713-615-6378; Fax: 713-758-9385

E-mail: mn05@ridemetro.org

AMERICAN SUBCONTRACTORS ASSOCIATION

Brianna Boudreau, Executive Director

Ph: 281-403-6301; Fax: 281-403-6302

E-mail: bboudreau@houston.rr.com

ASIAN AMERICAN ENGINEERS/ARCHITECTS

Terry Cheng, Chapter President

6250 Westpark, Suite 200; Houston, TX 77057; Ph: 713-784-7777; Fax: 713-784-7733

E-mail: terrycheng@tscengineering.com

ASSOCIATED BUILDERS & CONTRACTORS OF GREATER HOUSTON (ABC)

Russell Hamley, President

3910 Kirby Dr. Suite 131; Houston, TX 77098-4151; Ph: 713-523-6222; Fax: 713-874-0747

E-mail: Russell@abchouston.org

ASSOCIATED GENERAL CONTRACTORS, INC. - HOUSTON CHAPTER (AGC)

Pat Kiley, Executive Vice President

Jerry Nevlud, Executive Director

Barbara Bailey, Executive Director

P.O. Box 662; Houston, TX 77001-0662; Ph: 713-843-3700; Fax: 713-843-3777

E-mail: pat.k@agchouston.org, jerry.n@agchouston.org, barbara.b@agchouston.org

Web site: www.agchouston.org

AGC OF TEXAS HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH - HOUSTON BRANCH

Hoy Gatlin, Office Manager

2400 Augusta Dr., #180; Houston, TX 77057; Ph: 713-334-7100; Fax: 713-334-7130

E-mail: jpistpm@agctx.com

ASSOCIATED PLUMBING-HEATING-COOLING CONTRACTORS OF TEXAS

505 E. Huntland Dr., # 170; Austin, TX 78752; Ph: 512-454-3445; Ph: 800-831-9313; Fax: 512-454-4191

E-mail: PHCC General info@phcc-tx.org

ASSOCIATION OF BLACK CONSULTING ENGINEERS & ARCHITECTS

Peter Jordan, President

7322 S.W. Freeway, Suite 470; Houston, TX 77074; Ph: 713-779-2299; Fax: 713-779-3727

ASSOCIATION OF MINORITY CONTRACTORS OF HOUSTON

Richard Battle, President

5510 W. Ridgescreek #G; Houston, TX 77053; Ph: 281-835-5278; Fax: 713-433-5287

CONSTRUCTION FINANCIAL MANAGERS ASSOCIATION (CFMA)

Tom Coale, President

202 Basswood Dr.; Spring, TX 77386; Ph: 281-367-9500

E-mail: tomrcoale@aol.com

GREATER HOUSTON BUILDERS ASSOCIATION (GHBA)

Toy Wood, CEO

9511 West Sam Houston Pkwy North; Houston, TX 77064; Ph: 281-970-8970; Fax: 281-970-8971

E-mail: twood@ghba.org

HISPANIC ARCHITECTURE & ENGINEERING ASSOCIATION (HHAЕ)

Benito Guerrier, Senior Assistant

6909 Portwest Dr.; Houston, TX 77024; Ph: 713-426-7407; Fax: 713-850-7308

E-mail: benitog@kirksey.com

HISPANIC CONTRACTORS ASSOCIATION – GREATER HOUSTON AREA, INC. (HCA)

Randy Magdeleno, Chairman

11 Parker Rd.; Houston, TX 77076; Ph: 713-699-2732; Fax: 713-695-1556

E-mail: Frontier.cont@pdq.net

HOUSTON APARTMENT ASSOCIATION

Andy Teas, Director of Government Affairs

10815 Fallstone Rd.; Houston, TX 77099; Ph: 281-933-2224; Fax: 281-933-8412

E-mail: ateas@haaonline.org

HOUSTON BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA)

Tammy Betancourt, Executive Vice President

5847 San Felipe #1260; Houston, TX 77057; Ph: 713-266-5691; Fax: 713-266-4632

E-mail: tbetancourt@houstonboma.com

HOUSTON BUILDING TRADES COUNCIL

Ronnie Raspberry, Executive Secretary

2704 Sutherland St.; Houston, TX 77023-5309; Ph: 713-926-4433; Fax: 713-926-4918

HOUSTON BUSINESS ROUNDTABLE (HBR)

Melissa Saulter, Office Manager

8031 Airport Blvd. #118; Houston, TX 77061-4177; Ph: 713-645-0923; Fax: 713-645-2812

E-mail: houbtrt@msn.com

HOUSTON CONTRACTORS ASSOCIATION (HCA)

Jeffrey Nielsen, Executive Vice President

4001 Sherwood Lane; Houston, TX 77098; Ph: 713-349-9434; Fax: 713-349-9435

E-mail: jnielsen@houstoncontractors.org

Web site: www.houstoncontractors.org

HOUSTON COUNCIL OF ENGINEERING COMPANIES, INC.

Chris Lindsay, Executive Director

2150 West 18th Street, Suite 205; Houston, TX 77008; Ph: 713-426-0800; Fax: 713-426-0801

E-mail: chris@houstoncec.org

HOUSTON HISPANIC ARCHITECTS AND ENGINEERS (HHAЕ)

Vince Obregon, President

16360 Park Ten Place, Suite 230; Houston, TX 77084; Ph: 713-278-5142

E-mail: vobregon@othon.com

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER

Richard Almeida, Procurement Consultant

2900 Woodridge, Suite 310; Houston, TX, 77087; Ph: 713-644-0821 x241

E-mail: www.houston@mbdc.com

Web site: ralmeida@acompanies.com

HOUSTON SHEET METAL CONTRACTORS ASSOCIATION

Barbara Gibbons, Executive Director

P.O. Box 925868; Houston, TX 77292-5868; Ph: 713-824-4678; Fax: 713-681-0808

INDEPENDENT ELECTRICAL CONTRACTORS, INC. (IEC) TEXAS GULF COAST

Robert Jones, Deputy Executive Director

601 N Shepherd Dr. #330; Houston, TX 77007-1325; Ph: 713-869-1976; Fax: 713-862-9552

MECHANICAL CONTRACTORS ASSOCIATION OF HOUSTON (MCA)

Glenn Rex, Executive Director

10301 Northwest Freeway, Suite 308; Houston, TX 77092-8227; Ph: 713-686-7893; Fax: 713-686-7888

E-mail: grex@mcahouston.org

MINORITY CONTRACTORS ALLIANCE OF TEXAS, INC.

James Robinson, Chairperson

Roy Owens, President

4100 Hull Street; Houston, TX 77021; Ph.: 713-741-0164; Fax: 713-741-3777

NATIONAL ASSOCIATION OF MINORITY CONTRACTORS HOUSTON CHAPTER

500 Lovett Blvd. Suite 150; Houston, TX 77006; Ph: 713-524-6766

NATIONAL ASSOCIATION OF THE REMODELING INDUSTRY, HOUSTON CHAPTER

Ann Nelson, President

P.O. Box 6152; Pasadena, TX 77506; Ph: 713-621-6274; Fax: 281-428-7379

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Deborah Drifka, President

Ph: 281-493-0989; Fax: 281-293-7153

E-mail: fbedeb@ev1.net

PAINTING AND DECORATING CONTRACTORS OF AMERICA (PDCA)

Martin DeVries, President

76 Yale; Houston, TX 77007; Ph: 713-869-6744

E-mail: martindevriesp@aol.com

ROOFING CONTRACTORS ASSOCIATION OF TEXAS

Sandy Ferrell, President

10545 Aldine West Field; Houston, TX 77093; Ph: 713-691-1112; Fax: 713-691-1173

E-mail: sandy'farrellroofing@Houston.rr.com

SOCIETY OF DESIGN ADMINISTRATORS (SDA)

Marcia Jones, Marketing Coordinator

Ph: 713-522-1666; Fax: 713-522-6260

E-mail: mjones@sparchitects.com

SOCIETY OF MARKETING PROFESSIONALS SERVICES (SMPS)

Suzanne Robertson, Director of Business Development and Marketing

2470 Gray Falls, #250; Houston, TX 77077; Ph: 281-496-56115; Fax: 281-497-8943

E-mail: srobertson@busbyqs.com

SOUTHEAST TEXAS CHAPTER OF NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA)

Allen Grainey, Executive Director

2825 Wilcrest Dr., Suite 303; Houston, TX 77042; Ph: 713-977-2522; Fax: 713-977-2923

E-mail: agrainey@setxneca.org

TEXAS UNITED CONTRACTORS ASSOCIATION

D.J. Blanton, Chapter President

P.O. Box 681; Pearland, TX 77581; Ph: 713-733-6669; Fax: 713-733-3404

UPTOWN DEVELOPMENT AUTHORITY

John Breeding, President

1980 Post Oak Blvd. #1580; Houston, TX 77056; Ph: 713-621-2011; Fax: 713-622-4678

U.S. GREEN BUILDING COUNCIL, HOUSTON AREA CHAPTER

Christina Graham, Chairman of the Board

4203 Yoakum #300; Houston, TX 77006; Ph: 713-528-4545; Fax: 713-528-4555

E-mail: cgraham@bnim.com

WOMEN CONTRACTORS ASSOCIATION (WCA)

Josena Arquieta, Executive Director

P.O. Box 130441; Houston, TX 77219; Ph: 713-807-9977; Fax: 713-807-9917

E-mail: jarquieta@womencontractors.org

PLAN ROOMS

The names of several organizations with plan rooms are noted below. If you are interested in visiting one of these plan rooms, please call the organization in advance, to find out whether or not there are any requirements or costs associated with using their plan room.

AMTEK INFORMATION SERVICE, INC.

4001 Sherwood Lane; Houston, TX 77092; Ph: 713-956-0100

ASSOCIATED BUILDERS & CONTRACTORS OF GREATER HOUSTON

3910 Kirby Drive; Houston, TX 77098; Ph: 713-523-6222

ASSOCIATED GENERAL CONTRACTORS, INC. – HOUSTON CHAPTER

3825 Dacoma St.; Houston, TX 77092; Ph: 713-843-3700

AGC OF TEXAS HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH – HOUSTON

2400 Augusta Dr., #180; Houston, TX 77057; Ph: 713-334-7100

CONSTRUCTION MARKET DATA

Houston, TX 77002; Ph: 713-263-7047

HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER

2900 Woodridge Drive, Suite 310; Houston, TX 77087; Ph: 713-644-0821

MCGRAW HILL CONSTRUCTION DODGE

4101 Greenbriar, Suite 320; Houston, TX 77098; Ph: 713-529-4895

If you have updates or changes regarding the information in this Construction Industry Resource Guide, please call 713-837-9043 or fax the updates/changes to 713-837-9060.